



**CITY OF KIRKLAND**  
**PLANNING AND COMMUNITY DEVELOPMENT**  
123 Fifth Avenue, Kirkland, WA 98033  
425.587.3225 ~ [www.kirklandwa.gov](http://www.kirklandwa.gov)

**NEIGHBORHOOD MEETING ENCOURAGED FOR CERTAIN ZONING AND  
SUBDIVISION PERMIT APPLICATIONS**

For certain zoning and subdivision permit applications, a **neighborhood meeting** is encouraged early in the development process. Preferably the meeting will be held after the pre-submittal meeting and prior to the applicant finalizing the proposal and submitting a complete application.

The purpose of the neighborhood meeting is for the applicant to present the proposal to neighbors and other interested parties and to provide them an opportunity to raise concerns or offer suggestions. The applicant is encouraged to work with the appropriate neighborhood association to schedule the meeting so they may be in attendance and be aware of the potential development proposal early on. Check with the Planning Department to determine the correct neighborhood association for your project. The City will not sponsor the meeting, but a City staff person may be in attendance. The applicant is encouraged to work with the neighbors to identify and mitigate impacts. As a result of the meeting, the applicant **may** choose to modify the original proposal.

Applicants for the following zoning permit applications (Process IIA, IIB, or III, and Subdivisions) are **encouraged** to have a neighborhood meeting:

- a. Non-residential uses in the RS, RSX, RM, WDII, and Planned Area 2 zones, except mini-schools, mini-daycares, daycare homes, or public transit shelters.
- b. Master Plans.
- c. Quasi-Judicial Rezones (not involving a change from one single-family zone to another).
- d. Planned Unit Developments for 10 or greater multifamily units.
- e. Non-single-family residential uses in Waterfront Districts I and III zones, except moorage facilities for 1 or 2 boats, bulkheads, and land surface modifications within or landward of the high waterline.
- f. Preliminary Plats (10 or more lots).
- g. Multifamily development of 10 or more units abutting a single family zone.
- h. Personal Wireless Service Facility.

For subsequent amendments to previously approved zoning or subdivision permits, the Director may suggest a neighborhood meeting based on the scope and nature of the amendment.

## NOTICE OF THE MEETING

At least 14 days before the meeting, the applicant shall distribute a written notice of the meeting, approved by the Planning Department, to the City, the **neighborhood association** (call the Planning Department at (425) 587-3225 for the applicable neighborhood association's contact name and address), all property owners within 300 feet of the subject property and residents adjacent to the property (using the address labels obtained from King County for the formal zoning or subdivision permit application). The notice shall give the date, time, and location of the meeting, a description of the proposal, and the applicant's name, address, and phone number.

The applicant also shall erect public notice sign(s), on or near the subject property, visible from all adjacent open rights-of-way, with a copy of the meeting notice attached to it.. Attached is the instruction sheet explaining requirements for size and specifications of public notice signs.

Finally, Planning staff should send a copy of the notice to the Houghton Community Council with a note that this is for their information only if the proposal is either within their disapproval jurisdiction, or nearby and thought to be of interest to them.

## TIME AND LOCATION OF THE MEETING

The meeting shall be held in the weekday evening hours in Kirkland. Applicants are encouraged to hold their meeting at a community facility or private residence, preferably near the subject property. Examples of locally available community facilities include the library, the Senior Center, the North Kirkland Community Center, a fire station, or a school. Depending on the situation, and in order to provide flexibility, an applicant may wish to hold more than one community meeting..

## PROCEDURE FOR THE MEETING

The applicant shall conduct the meeting and distribute a written explanation as to the purpose of the meeting. A City staff person may be in attendance at the meeting to answer questions regarding its relationship to the City's overall permit review process. The applicant shall provide a sign-in list of all those who attended the meeting and give a copy of the list to the City for the official file. The applicant shall give each attending member of the public an opportunity to speak and ask questions about the project.

No written minutes or taped recording are required for the meeting.

## MINOR LAND USE APPLICATIONS

Applicants contemplating the following smaller development actions are also encouraged to at least discuss their applications with neighbors prior to submittal of a formal application. The applicant should notice all property owners and residents adjoining the subject property of such a neighborhood meeting.

- a. Short plats
- b. Multifamily development of nine units or less abutting a single-family zone
- c. Mini schools in residential zones